

Europatat Privacy Policy 2018

This privacy statement explains the reason for the processing, the way **Europatat** collects, handles and ensure protection of all personal data provided, how that information is used and what rights you may exercise in relation to your data (the right to access, rectify, block etc.).

Europatat is committed to protecting and respecting your privacy. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will be only be used in accordance with this privacy statement.

Please check this page regularly to ensure you agree with any changes. This policy is effective from 1 May 2018.

1. Why do we process your data?

Europatat will process any personal data it would receive in the context of its professional relationship with any third party in full compliance with EU and Belgian applicable legislation, *i.e.* the Belgian Privacy Act (Act of 8 December on the protection in relation to the processing of personal data) and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/79) as of its implementation on 25 May 2018.

Europatat will only collect personal data which are strictly necessary to achieve the purpose for which the Personal Data have been collected.

Europatat will not keep personal data any longer as needed for achieving the purposes for which the Personal Data have been collected or obtained, except if its obliged to do so by law and/or professional rules of conduct.

2. Which data do we collect and process?

The personal data collected and further processed are:

- Name, surname and job title;
- Organisation name, and country;
- Company address and invoice data (including VAT number);
- E-mail address and telephone & fax number;

As **Europatat** is the organiser of meetings taking place inside the EU institutions, for security purpose of these EU institutions, **Europatat** may also process ID numbers; dates of expiry of ID and date of birth of participants.



3. How long do we keep your data?

Europatat only keeps the data for the time necessary to fulfil the purpose of collection or further processing. Personal data is kept as long as follow-up actions to the meeting are necessary with regards to the purpose(s) of the processing of personal data as well as for the meeting and its related management.

If data subjects do not agree with this, they may contact the Data Controller(s) by using the contact information as mentioned at point 7 below.

4. How do we protect your data?

Europatat uses up-to-date IT procedures to keep personal data safe and secure. All data in electronic format (e-mails, documents, uploaded batches of data etc.) are stored on the server of the contractors **EASI SA** and **2B.COM sprl**. The contractors **EASI SA** and **2B.COM sprl** are bound by a specific contractual clause for any processing operations of your data. **EASI SA** and **2B.COM sprl** servers are based in the EU and **EASI SA** and **2B.COM sprl** are GDPR compliant.

5. Who has access to your data and to whom is it disclosed?

Access to your data is provided within **Europatat** and authorised to:

- a) In the context of meetings organised by Europatat, your data is accessible to:
 - Europatat staff, Europatat President & Board Members and Members
- b) In the context of meetings in the EU's premises, your personal data is accessible to:
 - Correspondents of a third party are responsible to provide the names and personal data of the experts attending to the meeting representing their organisation. This information is needed for access control purpose by security guards to the Commission's premises. This data will be also visible to the staff of the Service assigned to this specific meeting.
 - Experts themselves while attending a meeting together with other experts representing the same invited organisation will be able to see each other's name and surname.
 - Correspondents and experts have access to the name and surname of the meeting assistant that had invited them to the meeting to allow confirmation of attendance.
 - EC users will have access only to the personal data of the correspondents and experts related to the meeting they have assigned to manage.
 - Technical EC staff or IT service provider will have access to the system data to solve eventual technical issues.
- c) In case of litigation your data is accessible to:
 - IDOC, OLAF, EDPS, Court of Auditors on a case-by-case base.
- d) Transfers of personal data to countries outside of EU/EEA are NOT FORESEEN.

6. What are your rights and how can you exercise them?

You are entitled to access your personal data and rectify and/or block it in case the data is inaccurate or incomplete. You have the right to withdraw your consent at any time. You can exercise your rights by contacting the data controller(s) using the contact information given at point 7 below.





7. Contact information

If you have comments or questions, any concerns or a complaint regarding the collection and use of your personal data, please feel free to contact:

- **Europatat Communication & Policy Advisor *Berta Redondo* at:**
berta.redondo@europatat.eu or per phone +32 (0) 2 777 15 85
- European Data Protection Supervisor at:
edps@edps.europa.eu or per phone +32 (0) 22 83 19 00.

() I agree to that my personal data will be used according to these rules.

